



BOROUGH OF ROSELLE
Department of Administration
210 Chestnut Street
Roselle, NJ 07203
(P) 908-245-5600

David G. Brown II, MPA, RPPO
Borough Administrator

Bryan A. Russell, RPPS, QPA
Assistant Borough Administrator

BOROUGH OF ROSELLE, UNION COUNTY

JOB POSTING

Title: Part Time Keyboarding Clerk I
Location: Municipal Court
No. of Positions: 1

Opening Date: Thursday, October 13, 2016
Closing Date: Monday, October 24, 2016

Under supervision answers telephones, types and also performs routine, repetitive clerical work for the Municipal Court; does other related duties.

Ability to understand, remember, and carry out oral and written directions to learn quickly from oral and written explanations and from demonstrations. Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. Appointee should have at least 1 year of municipal court experience. Appointee will be required to possess a valid NJ driver's license. Not to exceed 29 hr. work week. Must be a US Citizen, High School graduate or GED, and 18 years of age or older. Application can be obtained in Borough Hall or send resume, and salary history to David G. Brown II, 210 Chestnut Street, Roselle, NJ 07203, dbrown@boroughofroselle.com.

Roselle is an equal opportunity employer who fully and actively supports equal access for all people regardless of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

An Equal Opportunity Employer